

Local Emergency Planning Committee (LEPC) Guide

approved by

State Emergency Response Commission (SERC)

June 2001



prepared by

Washington Military Department
Emergency Management Division

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Introduction

A comprehensive hazardous materials program is one of the best means for resolving questions of coordination, clarifying roles and responsibilities, promoting community awareness of hazards, and establishing readiness of emergency responders.

This guide is approved by the State Emergency Response Commission (SERC) to provide Local Emergency Planning Committees (LEPC), emergency managers, and responders information for use in developing comprehensive hazardous materials mitigation, preparedness, response, and recovery programs.

This guide was prepared by the Washington State Military Department, Emergency Management Division. Comments or questions regarding its content or the state's hazardous materials program should be addressed to the program coordinator, Mark Ligman. He can be contacted by phone at (253) 512-7069 or by email at m.ligman@emd.wa.gov.

Purpose

To provide hazardous materials planning, funding, and training and public education information to Local Emergency Planning Committees.

Background

On October 17, 1986, the Superfund Amendments and Reauthorization Act of 1986 (SARA) was signed into federal public law 99-499. One part of the SARA provisions is Title III: "The Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). EPCRA establishes requirements for federal, state, and local governments, and industry regarding emergency response planning and community right-to-know on hazardous chemicals.

The emergency planning provisions of EPCRA are designed to develop state and local government hazardous chemical emergency preparedness and response capabilities through better coordination and planning, especially at the local level.

EPCRA requires the Governor to establish a State Emergency Response Commission. The SERC in turn is required to designate Emergency Planning Districts to facilitate preparation and implementation of emergency plans.

Washington State established an SERC to implement the provisions of EPCRA and to oversee local emergency planning activities. The SERC is managed through Washington's Emergency Management Council (EMC) and the Military Department.

The state is divided into over forty local emergency planning districts. A Local Emergency Planning Committee representing local governments, emergency response officials, environmental and citizens groups, industry, and other interested parties is established in each planning district. Each county in the state has an LEPC. Plus Auburn, Kent, Pullman, Puyallup, Quincy, and Steilacoom are some of the cities with an LEPC separate from their counties.

Community right-to-know provisions of EPCRA require the owners and operators of facilities to provide information about the nature, quantity, and location of reportable chemicals manufactured, processed, stored, or used at their facility sites. The purpose of these provisions is to increase public knowledge of the presence of hazardous materials in communities and to better prepare for potential emergencies. Emergency and Hazardous Chemical Inventory Forms (known as Tier Two Forms) must be submitted by businesses to the SERC and LEPC with jurisdiction over the facility. The Tier Two Forms are due by March 1 of each year.

Appendix 1, *State Emergency Response Commission and Hazardous Materials Program* is a useful fact sheet that provides an overview of the state's hazardous materials emergency management program.

State Emergency Response Commission

Purpose: The purpose of the State Emergency Response Commission is to coordinate hazardous material issues and carry out the mandate of EPCRA.

Responsibilities: The State Emergency Response Commission is responsible for the establishment of a state hazardous materials emergency preparedness, response, and community right-to-know program as required by EPCRA. Specific responsibilities of the commission include:

- Designation of local emergency planning districts.
- Receive and record initial appointment of and revisions to Local Emergency Planning Committee membership.
- Review and evaluate local hazardous materials emergency response plans.
- Administer and coordinate responsibilities for representative State Emergency Response Commission members for implementing the EPCRA program in Washington State.
- Establish procedures for the receipt of, management and access to all notifications, reports, plans and all other information required by EPCRA.
- Coordination with the Environmental Protection Agency on EPCRA implementation.
- Appointment of ad hoc committees and working groups.

Membership: The Emergency Management Council for Washington State appoints the State Emergency Response Commission members. It is composed of a representative from the following agencies and organizations:

- Military Department
- Department of Ecology
- Washington State Patrol
- Department of Transportation
- Department of Health
- Department of Labor and Industries
- Local emergency manager
- Washington State Association of Fire Chiefs
- Private industry
- Local Emergency Planning Committee, Eastern Washington representative
- Local Emergency Planning Committee, Western Washington representative
- Transportation industry

The EMC appoints the chairperson and vice-chairperson for the State Emergency Response Commission. The SERC seeks the active participation of the following agencies at their meetings:

- Tribal Emergency Response Commissions
- Federal Emergency Management Agency
- Environmental Protection Agency
- U.S. Department of Transportation

Emergency Planning District

The chief elected official of the local Emergency Planning District appoints the Local Emergency Planning Committee.

Cities and towns that do not have active emergency management organizations as required by Chapter 38.52 RCW are considered part of the county planning district in which they are located for the purposes of EPCRA emergency response planning.

Any town, city, or political jurisdiction identified in RCW 38.52.070 may petition the State Emergency Response Commission to be designated as a local emergency planning district. Prior to the approval of such designation the proposed local emergency planning district must have selected the membership of the proposed Local Emergency Planning Committee and be in full compliance with the requirements of EPCRA.

An existing local emergency planning district may petition the State Emergency Response Commission to dissolve its independent status and either join the

jurisdiction of the county in which it is included or join with an adjacent Local Emergency Planning Committee.

Local Emergency Planning Committee

Purpose: The purpose of the Local Emergency Planning Committee is to coordinate hazardous material issues and carry out the mandate of EPCRA.

Responsibilities: Each Local Emergency Planning Committee shall appoint a chairperson and establish rules by which the committee shall operate. Committee rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and making the emergency response plans available to the general public. Each Local Emergency Planning Committee shall submit annually, to the State Emergency Response Commission, a list of their membership and the organizations they represent. An LEPC can obtain advice and guidance from numerous sources in the development of their local program and the conduct of business. Two of the primary sources of information are the state program coordinator and the LEPC representatives that sit on the SERC.

Each LEPC is responsible for developing a local hazardous materials response plan for their district. In the development of the plan, committee duties include:

- Forming a local planning team.
- Designating a team leader.
- Evaluating the resources needed to develop, implement, and exercise the emergency plan.
- Identifying existing emergency response equipment and personnel.
- Conducting a needs assessment of emergency response equipment and personnel requirements.
- Providing oversight for preparation of the plan by the local planning team.
- Establishing memorandums of understanding or agreement with other agencies.

Each LEPC should have a system for maintaining the hazardous materials information reported to them by businesses that are making reports in accordance with the Community Right-to-Know law. Each local committee is required to establish procedures for receiving and processing requests from the general public for information about industries' hazardous materials. The procedures shall include the designation of an official to serve as committee coordinator for all information requests.

Membership: Each local committee shall include representation from each of the following groups or organizations:

- State and local officials
- Local elected officials
- Law enforcement
- Emergency management
- Fire fighting
- First aid

Health profession
Local environmental
Hospital
Transportation personnel
Broadcast and print media
Community groups
Owners and operators of facilities subject to the requirements of EPCRA

Hazardous Material Emergency Response Plans

Plan Development

Each Local Emergency Planning Committee shall complete a hazardous materials emergency response plan as required by EPCRA. Information and assistance in plan development is available from the Washington State Emergency Management Division, Plans Section. Bob Isaman is the Hazardous Materials Planner and he can be reached at (253) 512-7054 or r.isaman@emd.wa.gov.

An LEPC has a choice of formats for their plan. The preferred format is to make the Hazardous Material Emergency Response Plan part of the local jurisdictions Comprehensive Emergency Management Plan. In this case the plan would be Emergency Support Function 10, Hazardous Materials. A sample format is provided in Appendix 2. An alternative format is to have a "Stand-Alone" Hazardous Material Emergency Response Plan. A sample format is provided in Appendix 3.

Appendix 4 to this Guide is the *Emergency Management Plan Reviews* fact sheet. If an LEPC uses the fact sheet as a guide for plan development, then the LEPC will meet the criteria needed for a complete, comprehensive plan.

The plan shall include the requirements of EPCRA and the National Response Team, NRT-1A guidelines:

- Identify and describe the facilities in the district that possess extremely hazardous substances and the transportation routes along which such substances may move within the district.
- Identify and describe other facilities that may contribute to additional risk by virtue of their proximity to the above-mentioned facilities.
- Identify and describe additional facilities included in the plan that are subject to additional risks due to their proximity to facilities with extremely hazardous substances.
- Include methods for determining that a release of extremely hazardous substances has occurred, and the area of population likely to be affected by such releases.

- Designate a community emergency coordinator and facility emergency coordinator, who shall make determinations necessary to implement the plan.
- Include methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to a release of extremely hazardous substances.
- Include a description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle and an identification of the persons responsible for such equipment and facilities.
- Include methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to a release of extremely hazardous substances.
- Describe existing methods in the community and in each of the affected facilities for determining the areas likely to be affected by a release.
- Include methods and schedules for exercising the emergency plan.
- Include the training programs, including schedules, for training of local emergency response and medical personnel.

The plan must be consistent with *the Washington State Comprehensive Emergency Management Plan* and specify the use of incident command system. The plan may be Emergency Support Function 10, Hazardous Materials, of the local jurisdiction Comprehensive Emergency Management Plan or it may be a separate stand-alone plan.

The Local Emergency Planning Committee shall send three copies of the completed plan to:

State Emergency Response Commission
Washington Military Department
Emergency Management Division
Camp Murray, WA 98430-5122

The Local Emergency Planning Committees shall review and update their plans annually. Changes to the plan shall be submitted to the State Emergency Response Commission. If there are no changes to the plan, the Local Emergency Planning Committee shall notify the State Emergency Response Commission within thirty days of the review's completion.

Plan Review

Upon receipt of a Local Emergency Planning Committee hazardous material emergency response plan, the State Emergency Response Commission shall:

- Send a letter to the Local Emergency Planning Committee formally acknowledging the receipt of the plan and informing them of the review process.

- Review the plan within ninety days of receipt.
- Send a letter to the Local Emergency Planning Committee that provides comments regarding meeting the intent of EPCRA and consistency with the Washington State Comprehensive Emergency Management Plan.

Funding

Money is available for Local Emergency Planning Committees to train, plan, and conduct exercises for their hazardous materials programs. Funding information can be obtained from the Emergency Management Division's Program Coordinator, Mark Ligman, at phone 253-512-7069 or at email m.ligman@emd.wa.gov.

The purpose of the funding assistance is to support local government's programs that are designed to improve capabilities associated with hazardous materials emergency mitigation, preparedness (training, education, planning, and exercising), response, and recovery.

Funding sources:

- Hazardous Materials Emergency Preparedness (HMEP) funds are from the United States Department of Transportation and Washington State that are passed from EMD to LEPCs to be used on local initiatives. Funds range from \$1000 to \$3000, but may be larger on a case-by-case basis. Funds are for increasing safety and efficiency to handle hazardous materials incidents; enhancement of the Emergency Planning and Community Right-to-Know Act; and implementation of comprehensive emergency planning and training by local emergency managers, LEPCs, and first responders.
- Superfund Amendment and Reauthorization Act (SARA) funds are from the Federal Emergency Management Agency (FEMA) and Washington State that are used by EMD and Washington State Patrol to support local training needs. Funds are for training in support of planning, preparedness, mitigation, response, and recovery. Funds are intended for use by or the benefit of emergency managers and first responders in the direct delivery of training and exercises.
- State and Local Assistance (SLA) funds are from the FEMA and Washington State that are used for state conferences, workshops, and exercises that benefit responders and emergency managers. These funds are a small portion of SLA funds awarded by the state. The SLA program manager awards larger portions to cities and counties based on the program's application process.
- Comprehensive Emergency Response, Compensation and Liability Act (CERCLA) funds are from the Federal Emergency Management Agency and used for workshops, education, and to augment existing commitments. Funds are intended to improve oil spill and hazardous materials incident planning and exercising.

Funding is available for:

- Developing the initial Emergency Support Function 10, Hazardous Materials, to the jurisdiction's comprehensive emergency management plan. If the LEPC chooses, it may use funding to develop a stand-alone emergency response plan.
- Training, education, and exercising in emergency planning, preparedness, mitigation, response, and recovery.
- Federal, state, university, private sector, and other training activities and conferences.
- Contractual services for training and educating Indian tribes.
- Support to National Response System activities, including activities with the Regional Response Team (RRT).
- Participation in Comprehensive Hazardous Materials Emergency Response-Capability Assessment Program (CHER-CAP).
- Travel to courses, hosting courses, course materials, and instructor fees.

Ineligible costs:

- Purchase of equipment.
- Salaries and benefits. HEMP fund may be used for some responders' salaries and benefits, but overtime pay is not allowed.
- Emergency Management Institute and National Fire Academy courses since other funds are available for this.

Other information regarding grantee eligibility, application information, and reporting requirements is attached at Appendix 5, LEPC Funding Application.

Training and Education

In Washington State hazardous materials training and education are designed to improve the skills and understanding of the roles and responsibilities of elected officials, emergency management personnel, incident command teams, first responders, and hazardous materials technicians. The Washington Military Department, Emergency Management Division and the Washington State Patrol, Hazardous Materials Section teach a wide range of courses in the state. Courses run from one day to one week and are conducted throughout the state.

Washington EMD training information can be obtained through the internet at <http://www.wa.gov/wsem> or by emailing r.garrand@emd.wa.gov. Washington State Patrol training information can be obtained through the internet at <http://www.wa.gov/wsp/fire/hazmat> or by emailing rbowen@wsp.wa.gov.

Washington State Emergency Management Division hazardous materials training courses:

- Hazardous Materials Contingency Planning, course number G-311. Hazardous Materials contingency plans are best developed through the continuous, ongoing involvement of the organization that must implement

- the plans. This course addresses the planning process, techniques, and technology that a Local Emergency Planning Committee should use.
- Hazardous Materials Public Outreach. This program is designed to help the public plan for hazardous materials disasters. Elected officials, public employees, schools, hospitals, care facilities, businesses, industry, and others interested in avoiding impacts of hazardous materials disasters will benefit.

Washington State Patrol hazardous materials courses:

- Hazardous Materials Awareness/Operations Level (Train-the-Trainer). This course is for training of trainers. It prepares instructors to deliver hazardous materials response training at the awareness and operations levels.
- Hazardous Materials On-Scene Incident Command. This training teaches incident command team members hazardous materials regulations and how to identify, analyze, and plan for problems. It covers media and public information relations. The course covers the use of protective clothing, equipment and resources. It describes how to evacuate and shelter personnel.
- Hazardous Materials Technician. This course through training, exercises, and examinations teaches hazardous materials recognition, identification, environmental regulations, toxicology, medical surveillance and monitoring, air monitoring, decontamination, and spill control/containment. This course covers use of personal protective equipment, technical equipment, and response resources.

Where to Get Information

Washington State Emergency Management Division – <http://www.wa.gov/wsem>

Washington State Department of Ecology – <http://www.ecy.wa.gov>

Washington State Patrol – <http://www.wa.gov/wsp/fire/hazmat>

US Department of Ecology – <http://www.epa.gov>

US Department of Transportation – <http://www.hazmat.dot.gov>

Federal Emergency Management Agency – <http://www.fema.gov>

Revised Code of Washington Chapter 38.52 - Emergency Management

Revised Code of Washington Chapter 70.102 - Hazardous Substance Information

Washington Administrative Code Chapter 118-40 - Hazardous Chemical
Emergency Response Planning and Community Right-to-Know Reporting

Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III - The
Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA)

US Code: Title 42, Chapter 116 - Emergency Planning and Community Right-to-
Know

National Response Team - NRT-1- Hazardous Materials Emergency Planning
Guide

National Response Team - NRT-1A - Criteria for Review of Hazardous Materials
Emergency Plans

National Response Team - NRT-2 - Developing of Federal Information
Resources for Emergency Planning and Response

Definitions

CEMP - Washington State Comprehensive Emergency Management Plan

EMC - Emergency Management Council for Washington State - RCW 38.52.040
(1)

EPCRA - Emergency Planning and Community Right-to-Know Act of 1986,
synonymous with SARA Title III

EMD - Washington State Emergency Management Division

EPA - US Environmental Protection Agency

FEMA - Federal Emergency Management Agency

First responder - Fire fighters, law enforcement and emergency medical
personnel

Hazardous chemical - Any chemical that is a physical hazard or a health hazard
as defined by OSHA Hazard Communication Standard (29 CFR 1910.1200).

Hazardous material - Any substance or combination of substances which,
because of quantity, concentration, physical, chemical, or infectious
characteristics, may cause or pose a substantial present or potential hazard to
people, property, or the environment. See RCW 70.236.020.

LEPC - Local Emergency Planning Committee

NRT-1 Guidebook - The Hazardous Materials Emergency Planning Guide
published by the National Response Team

NRT-1A Guidelines -The criteria for review of hazardous materials emergency
plans

OSHA - Occupational Safety and Health Act

Release - Any spill, leaking, pumping, pouring, emitting, emptying, discharging,
injecting, escaping, leaching, dumping, or disposing to the environment of any
hazardous chemical, extremely hazardous substance, or toxic chemical.

SARA -Superfund Amendments and Reauthorization Act of 1986

SERC - State Emergency Response Commission

TERC - Tribal Emergency Response Commission

Title III - Title III of the Superfund Amendments and Reauthorization Act of 1986;
also titled the Emergency Planning and Community Right-to-Know Act of 1986.

Toxic chemical - Substance described by EPCRA

WISHA -Washington Industrial Safety and Health Act of 1973

CERCLA - Comprehensive Environmental Response, Compensation, and
Liability Act

Appendix 1 - State Emergency Response Commission and Hazardous Materials Fact Sheet

State Emergency Response Commission and Hazardous Materials Program

Emergency Management Division
Washington Military Department

Background

On December 4, 1984, a cloud of poisonous gas leaked from a Union Carbide chemical plant in Bhopal, India, killing more than 2500 people and injuring tens of thousands. On October 17, 1986, the Superfund Amendments and Reauthorization Act of 1986 (SARA) was signed into law to prevent a similar catastrophic event from occurring in the U.S. One part of the SARA provisions is title III: "The Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986". Title III establishes requirements for federal, state and local governments, and industry regarding emergency response planning and community right-to-know on hazardous chemicals.

In 1988 the State of Washington adopted SARA Title III law and regulations. A State Emergency Response Commission (SERC) was created with representatives from Department of Ecology, Washington State Patrol and Emergency Management Division (EMD). As a State SARA Title III agency, EMD serves an administrative role under the responsibilities designated

by WAC 118-40-060. Most of the paperwork, tracking of reports, overall coordination, and oversight of Title III is the responsibility of EMD.

Purpose

"The purpose of the SERC is to develop and support programs of state and local governments and local university sponsored programs which are designed to improve emergency planning, preparedness, mitigation, response, and recovery capabilities with special emphasis associated with hazardous chemicals." Specific responsibilities of the SERC include, but are not limited to, the following duties:

- Receive and record verbal emergency toxic chemical release reports.
- Designate local planning districts and provides assistance to the Local Emergency Planning Committees (LEPCs) in the development of an emergency response plan for their district
- * Set up community EPCRA education and training program addressing mitigation, emergency preparedness, disaster response, and long-term disaster recovery.
- Assist with local planning, response and mitigation needs through efficient management of Federal and State grant programs.

Goals

The goals of the Washington State Hazardous Materials Program are to:

- Help each Local Emergency Planning Committee to complete a hazardous materials emergency response plan
- Plan for chemical emergencies
- Provide hazardous chemical inventory reporting
- Provide toxic chemical release reporting procedure
- Ensure local jurisdictions are aware of available hazardous materials grants and given the opportunity to apply for these grants on a competitive basis.
- Work with local jurisdictions to ensure effective use of grants.
- Continue to be responsive to local planning, response, and mitigation needs through grant programs, professional training, plan review and technical assistance.

Expand planning and mutual aid agreements between the regional hazardous materials response teams and local emergency management offices.

Contact

For additional information, please contact Mark Ligman, SERC/LEPC program coordinator, at (253) 512-7069, or e-mail m.ligman@emd.wa.gov

Appendix 2 - Hazardous Materials Emergency Response Plan - Emergency Support Function Format

Emergency Support Function 10 - Hazardous Materials

Primary Agencies

Support Agencies

Introduction

- Purpose
- Scope

Policies

Situation

- Emergency/Disaster Conditions and Hazards
- Planning Assumptions

Concept of Operations

- General
 - Primary Agencies Roles
 - Support Agencies Roles
- Organization
 - Primary Agencies
 - Support Agencies
- Procedures
- Mitigation Activities
- Preparedness Activities
- Response Activities
- Recovery Activities

Responsibilities

- Primary Agencies
- Support Agencies

Resource Requirements

References

Terms and Definitions

Appendixes (as needed)

Satisfy the National Response Team, NRT - 1, requirements in the LEPC plan.

Appendix 3 - Hazardous Materials Emergency Response Plan - Stand-Alone Format

Title Page

Distribution List

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Foreword or Preface

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- Purpose
- Scope
- Organization

Policies

- Authorities
- Assignment of Responsibilities
- Situation
 - Emergency/Disaster Conditions and Hazards
 - Planning Assumptions

Concept of Operations

- General
- Emergency Management
- Emergency Operations
- Mitigation
- Preparedness
- Response
- Recovery

Responsibilities

- Primary Agencies
- Support Agencies

Direction and Control

- Organizational Chart
- Operational Chart

Administration, Logistics, and Finance

Public Information

References

Definitions

Training and Exercises

Satisfy the National Response Team, NRT - 1, requirements in the LEPC plan.

Appendix 4 - Emergency Management Plan Reviews Fact Sheet

Emergency Management Plan Reviews

Emergency Management Division
Washington Military Department

Plan Purpose

Emergency Management Plans establish a process and describe the activities for the delivery of assistance to address the consequences of disasters and emergencies. Plans describe the array of mitigation, preparedness, response, and recovery activities necessary to save lives and to protect health, safety, environment, and the economy.

Plan Requirement

The Washington State Emergency Management Division (EMD) reviews city and county Emergency Management Plans for consistency with the Washington State Comprehensive Emergency Management Plan (CEMP) based on Chapter 38.52.070 RCW. Review of Hazardous Material Plans use additional state and federal code requirements.

**Emergency
Management Division
Review**

Local jurisdictions have great latitude in plan format, content, and size. Generally, if the plan meets the local jurisdiction's needs it is a good plan. The EMD reviewer looks for:

- Identification of the local ordinance or resolution forming the emergency management organization;
- Identification of the jurisdiction(s) covered by the plan;
- Promulgation by the executive head(s);
- A purpose and mission statement;
- Identification and assessment of hazards;
- Procedures for mitigation, preparation, response, and recovery;

- Use of the incident command system;
- Answers to the who, what, why, when, where, and how the jurisdiction plans to respond to a disaster;
- * The reviewer may recommend improvements in areas of consistency with federal, state, and adjacent jurisdiction plans.

Plan Structure

When preparing a plan, the *Comprehensive Emergency Management Planning Guide* is a useful tool for its general outline and checklists. Chapter 118-30-060 WAC, the state CEMP, and the *Federal Response Plan* (FRP) set the standard for local plans. Plans should include a Basic Plan, Functional Annexes, and Emergency Support Functions (ESFs) that correspond to the state and federal numbering system. Federal programs sometimes require specific planning that can be written as separate plans or included as annexes or ESFs to a jurisdiction's plan. All plans should be consistent with and incorporated under the umbrella of the CEMP.

Planning Assistance

Assistance is available to aid in the development of a good plan:

- Obtain guidance from the jurisdiction executive(s);
- Attend the EMD Emergency Management Planning Course;
- Request a planning workshop from state planners;
- Follow the state Planning Guide and use the CEMP as an example;
- State and federal grants are available for the planning effort;
- Submit draft plans for state review prior to seeking final executive approval and promulgation.

Plan Maintenance

To insure plans meet jurisdictions' needs they should be exercised and reviewed annually and updated every four-years.

Contact

For additional information contact Ferruccio Crocetti, Plans Section Supervisor, at (253) 512-7052, e-mail f.crocetti@emd.wa.gov or fax (253) 512-7200.

Appendix 5 - Local Emergency Planning Committee Funding Application

INSTRUCTIONS

Provide the information requested in items A through G. Use the application format; however, you may generate this format on a word processor or similar method. Please type or print all responses clearly.

Limit your response to the space allocated whenever possible. If this is not possible, please indicate on the form when additional pages are attached. Clear, complete, and concise information is required for the panel to make fair and equitable decisions.

A. Name of Office:	
B. Mailing Address:	
C. Contact Person's Name:	
Title:	
Telephone:	
Facsimile:	
E-mail:	
D. Title of Project:	
E. Contract Information:	
Taxpayer Identification #:	
Name and Title of Person Authorized to Sign contract:	

[illegible]

- Breakdown activities into clear actions

- Identify personnel providing services if applicable
- Identify measurable tangible deliverables/results

G. Project Timeline:

(Include measurable activities for task completion and critical dates.

Projects must be completed by **September 30**)

[illegible]

H. **Budget:**
(Please provide your projected costs.)

ITEM DESCRIPTION	COST
SALARIES & BENEFITS (Not for payment of overtime)	
FACILITY RENTAL	
EQUIPMENT RENTAL	
TRAVEL AND PER DIEM	
GOODS AND SERVICES	
SUPPLIES AND MATERIALS	
MAIL AND POSTAGE	
PRINTING AND REPRODUCTION	
CONSULTANT FEES	
OTHER COSTS (Please specify)	
TOTAL PROJECT COST	
Note: 25% of the total award may be shifted between approved objects of expenditure.	
LESS 20 PERCENT MATCH	
CONTRACT OR GRANT AMOUNT	

- Match is that portion of the total (cash or in-kind services) contributed by the grant recipient.
- Final signed invoice voucher (A-19) to be submitted with final performance report and deliverables. The amount on the A-19s cannot not exceed the total amount of the contract award.

Notes: